

Seattle King County Courthouse

Selected Directory

First Floor (3rd Ave. Entrance)

Information Desk
Full Directory

1st Floor Café

King County Sheriff's Office - Civil Process Unit
Room W-150, (206) 296-3800
Mon. – Fri., 8:30 a.m. – 4:30 p.m.
Accepts legal documents for service, conducts evictions,
and enforces court orders.

Second Floor (4th Ave. Entrance)

Family Court Services
Room W-280, Phone Number
Program of social workers specializing in family law. Offers seminars, parenting plan evaluation, mediation, domestic violence assessments, and adoption services.
Hours?

Family Law Confirmations Coordinator
Working Paper Drop-Off
Room W-292, (206) 296-9340

Protective Order Advocates Program
Room C-213, (206) 296-9552
Offers protection order paperwork, assistance with completing and filing forms, and domestic violence prevention and education resources.
Mon. – Fri., 9 a.m. – 12 p.m. & 1:30 p.m. – 4:30 p.m.

Judge's Mailroom
Working Paper Drop-Off
Room C-203

Third Floor

Housing Justice Project
Room W-314
(206) 267-7090 (English) or (206) 267-7091 (Spanish)
Free legal assistance with landlord disputes and negotiations, completing eviction paperwork, representation of eligible tenants at eviction hearings.
Mon. – Fri., 8 a.m. – 10:30 a.m.
Mon. & Thurs., 4 p.m. – 6 p.m.
(arrive before 5:30 to meet with a lawyer)
No appointments necessary.

Family Law Facilitator
Room W-382, (206) 296-9092
Form packets for sale. Staff can review forms for completeness.
Mon. – Fri., 9:30 a.m. – 12 p.m.
Thurs. & Fri., 2:15 p.m. – 4 p.m.

Ex Parte Courtroom
Room W-325
A special department for certain short matters and emergency or unopposed orders.

Fourth Floor

King County Prosecutor's Family Support Division
Room E-400, (206) 296-9020

Fifth Floor

King County Prosecuting Attorney's Office
Room W-554, (206) 296-9000

Sixth Floor

King County Law Library
Room W-621, (206) 296-0940
Public access to legal research resources, computers, copy machines and conference rooms.
Mon. – Fri., 8 a.m. – 5 p.m.

Superior Court Clerk's Office
Room E-609, (206) 296-9300
Start a new case, file documents, pay court fees and fines, research case records, and obtain plain and certified copies of court documents.

Seventh Floor

Interpreter Services
Room C-701, (206) 296-9358

Eighth & Ninth Floors

Courtrooms

516 Third Avenue • Seattle, WA 98104 • (206) 296-9100 • Monday – Friday, 8 a.m. – 4:30 p.m.

Getting Here

The courthouse is located on Third Avenue, between Jefferson and James Streets. Visitors are encouraged to take public transportation to avoid traffic and parking difficulties.

- **By Bus** – Many bus routes stop nearby. For more information, visit King County Metro online at metro.kingcounty.gov.
- **By Light Rail** – The courthouse is right outside the Pioneer Square tunnel station.
- **Parking** – There is no parking at or immediately next to the courthouse, but several paid parking lots are located nearby.

Going Through Security

Upon entering the courthouse, you must pass through a security checkpoint. Lines are often long, so arrive well before your scheduled hearing.

Prepare to go through the metal detector by removing **all** items from your pockets and placing them in the provided trays for x-ray inspection. Any other belongings that you bring with you will also need to go through the x-ray machine. You do not need to remove shoes or jackets.

Do Not Bring:

- Sharp Instruments (i.e. knives, corkscrews, razor blades or knitting needles)
- Firearms (including ammunition)
- Weapons
- Tools (i.e. screwdrivers, hammers)
- Chemical Agents

What to Expect

Bringing your claim to court or responding to a claim brought against you is a time-consuming process. Be prepared to handle a lot of paperwork and spend considerable time gathering, completing and filing your papers.

In general, courthouse staff cannot provide you with legal advice. Staff can give you legal information, but they cannot advise you about your claim. However, there are many local clinics and aid organizations that do provide legal assistance.

If you get lost or can't locate a room, feel free to ask courthouse employees for assistance.

Courtroom Etiquette

Unless otherwise indicated, courtrooms are open to the public. You are welcome to observe court proceedings, but be sure to follow these guidelines:

- Turn your cell phone off prior to entering the courtroom.
- Do not bring food or beverages into the courtrooms.
- Enter and leave quietly.
- Do not engage in noisy or distracting behavior while in the courtroom.

Additional Information

- Letter prefixes to room numbers indicate the wing in which the room is located. C = Central, W = West and E = East.
- Bathrooms are located on most floors.